

Employee Payroll, Tax & Verification Forms

Applying for a Social Security Number (SSN) (Student Employees):

- For information on how to apply for a Social Security Number, visit <https://oiss.yale.edu/employment-taxes/social-security-number-itin/how-to-apply-for-an-ssn>.
- Written employment verification comes from the Student Employment Office. The Student Employment Office can be reached at 203-432-0167 or at student.employment@yale.edu.

Direct Deposit Guide: <https://workday.preview.yale.edu/WD/TG7002/-/>

Employment Verifications:

Yale University contracts with The Work Number® for income and employment verification services for its current and former employees. Visit [Income and Employment Verifications | It is Your Yale](#) for more information.

Pay Slips:

- Log into Workday: <https://www.myworkday.com/yale/d/home.html>
- From the menu on the upper left corner, click on “Benefits and Pay” under “Personal”
- Click on the “Pay” drop down button and click on “Payments”
- Scroll down to the “Print Multiple Pay slips” section

If you have questions about the information on your payslip, contact Yale Payroll at 203-432-5552 or at employee.services@yale.edu.

Tax and Work Eligibility Forms:

- [Form I-9](#): Employment Eligibility Verification
- [Form W-2](#): Form for employees who received \$600 or more in wages, tips, or other compensation in a year.

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- Form 1042-S: Form used to report income paid to non-resident aliens.
- Form 1098-T: Form used to report qualified tuition and related expenses paid by students.
- Form 1099: A 1099 form is a tax form for nonemployees (i.e. supplier, contractor) whose compensation totaled \$600 or more in a year.

Lost or stolen payroll checks:

- Employees must complete [Form 3501 FR.08 Stop Payment & Re-Issue Request](#) and submit it 7–10 days after the check issuance date to employee.services@yale.edu.
- Once form is received, Payroll will reissue within 3-5 business days.
- Reissued payment will be processed in the same manner as employee's regular payment.
- If you receive or find a missing check you cannot cash, please return it to the Payroll Office, 150 Munson Street, New Haven, CT 06511.
- You will be notified once the payment is reissued.

If you have questions, contact the School of Architecture Business Office at archbusiness@yale.edu.